

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE

RE-ANNOUNCED TO SOLICIT ADDITIONAL APPLICANTS.
APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT RE-
APPLY BUT MAY ADD TO THEIR PREVIOUS APPLICATION.

VACANCY ANNOUNCEMENT:
FD-07-139A

OPENING DATE:
DECEMBER 10, 2007

CLOSING DATE:
OPEN UNTIL FILLED

POSITION:
PRACTICAL NURSE

LOCATION AND DUTY STATION:
Nursing Services, Pediatric Clinic
DUTY STATION: FORT DEFIANCE, ARIZONA

GRADE/SALARY
GS-620-06, \$32,172 - \$41,823 per annum

NUMBER OF VACANCIES
ONE VACANCY (1) PCN: MC9203

APPOINTMENT:
● PERMANENT

WORK SCHEDULE:
● FULL-TIME

AREA OF CONSIDERATION:
● COMMUTING AREA

SUPERVISORY/MANAGERIAL:
● NO

PROMOTIONAL POTENTIAL:
● NO KNOWN POTENTIAL

HOUSING
● YES, GOVERNMENT HOUSING MAYBE AVAILABLE

TRAVEL/MOVING
● MAYBE PAID FOR ELIGIBLE EMPLOYEES

DUTIES: Administers prescribes medications including oral, subcutaneous and intramuscular injections, which includes controlled drugs and narcotics. Administers prescribed treatments as irrigations, including gastric drainage and colostomy, inhalation therapy including oxygen, intermittent positive pressure and resuscitations; catheterization; and bladder irrigations; application of sterile and unsterile dressings. Explains treatment and gives helpful information and reassurance to patient as needed. Cares for patients in isolation units observing strict aseptic technique. Sets up treatment rooms with necessary instrument equipment and supplies. Prepares the patient and explains the procedure contemplated to insure the cooperation, security and comfort of patient. Assists physician in diagnostic procedures and lumbar puncture, aspiration procedures, throat and other cultures and smears by setting up specialized trays, accurately labeling specimen and assuring safe handling and prompt delivery to laboratory; accurately collecting and labeling sterile and unsterile specimens. Shares in the responsibility of the initiated and maintenance of clinical records by recording vital signs, height and weight; intake and output, observation relative to patient's condition and reaction; medication, treatment and nursing care given. Participates in teaching by utilizing habits, and home care. This instruction may include areas as: care of the newborn, formula preparation, explanation of diet therapy, application of dressings, colostomy care; irrigations, use of crutches, braces, and other orthopedic devices, and the use of and care of medicines. May accompany patients being transported to other facilities with responsibility for the continual assessment of patient's condition and applying appropriate life sustaining techniques. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: YES

BASIC QUALIFICATIONS: Candidates must be currently licensed to practice as practical or vocational nurse in a State or territory of the United States or the District of Columbia or must have applied for license to practice.

Candidates must have 52 weeks of specialized experience at least equivalent to GS-05 level to qualify for the GS-06 level.

SPECIALIZED EXPERIENCE: Qualifying experience includes nursing care work in a hospital, outpatient clinic, nursing home, or other supervised medical, nursing, or patient care facility that provided a practical knowledge of human body structure and sterile techniques and procedures, performing such duties as:

- Providing pre- and post-operative patient care.
- Observing, recording, and reporting changes in behavior of mentally ill patients.
- Providing reassurance and encouragement to mentally ill patients.
- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions and draping and positioning patients.
- Setting up and operating special medical equipment and apparatus.

SELECTIVE PLACEMENT FACTOR: None

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position grade GS-05 or below if:

1. The position is not more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of experience at the GS-05 level to qualify for the GS-06 level.

CONDITIONS OF EMPLOYMENT: Immunization requirements- all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards, Series GS-0620 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide college transcripts by the closing date of this announcement.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan.

These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1)Received a specific RIF separation notice; or
 - 2)Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 - 3)Retired with a disability and whose disability annuity has been or is being terminated; or
 - 4)Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 - 5)Retired under the discontinued service retirement option; or
 - 6)Was separated because he/she declined a transfer of function or directed reassignment to another community area.
 - OR
 - B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.**
2. **KNOWLEDGE AND SKILL IN THE USE OF MEDICAL EQUIPMENT.**
3. **ABILITY TO WORK UNDER PRESSURE AND/OR INDEPENDENTLY.**
4. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.**
5. **ABILITY TO COMMUNICATE ORALLY.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: "Declaration for Federal Employment" (OF-306), AND Addendum to the OF-306 (Child Care & Indian Child Care Worker Positions), BOTH forms, must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. *If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.*

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Human Resource Branch, PO Box 649, Fort Defiance, Arizona 86504, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. SF-171, Application for Federal Employment; OR
3. **Resume; OR
4. **Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

FOR MORE INFORMATION CONTACT: Jeanile Jones, Human Resources Assistant, (928) 729-8258

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but **MUST** state that such documentation is contained in their Official Personnel Folder.

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION
WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-07-139A. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCE OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
PRACTICAL NURSE, GS-620-06**

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** This person in the position must have the ability to apply technical skills in the Pediatric Clinic for critically ill patients and related nurse care. What in your background shows you possess this?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **KNOWLEDGE AND SKILL IN THE USE OF MEDICAL EQUIPMENT.** This is the knowledge and skill sufficient to use standard equipment, materials and supplies of diagnostic and treatment procedures that support nursing care of patients with the purpose of accomplishing care reports to nurses, medical staff, and family members. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **ABILITY TO WORK UNDER PRESSURE AND/OR INDEPENDENTLY.** This is the ability to work efficiently and productively while maintaining control under stressful working conditions. Includes the ability to perform multiple procedures simultaneously often with no assistance. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.** This is the ability to establish effective interpersonal relationship with a variety of individuals by exercising tact, diplomacy, patience, and mature judgment both inside and outside the hospital. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number

5. **ABILITY TO COMMUNICATE ORALLY.** This is the ability to follow oral instructions regarding patient care. This includes the ability to follow and/or present oral instructions given in any type of situation. Ability to maintain clinical records according to guidelines and nursing care plans. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number

CERTIFICATION

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE